Program Development Grant - Cycle 39
Summary of Questions and Answers

1. Can a proposal address only part of an objective?

    A proposal may address a goal or objective of the SCDD State Plan in part or in whole.

2. Can an applicant be a Self-Determination Advisory Committee?

    Under the Request for Proposal (RFP), an entity must be identified that has a tax payer ID and that can provide the required fiscal assurances.

3. Can an applicant apply for more than one RFP by writing for several regional offices?

    Yes. You should submit the proposal to the Regional Offices covering the areas in which services under the proposal will be provided.

4. We are seeking to fund a program for artists with special needs where the artists create and sell their own artworks in an integrated, competitive setting ... if we receive an SCDD grant will those artworks then belong to SCDD? Obviously we believe these artworks belong to the artists, and we look forward to your response.

    The "Patents and Copyrights" section applies to "products," "objects," and "deliverables" under the contract. However, it is up to the applicant to decide the scope of their proposal and how to describe the product, object, or deliverable that will be provided to the Council in exchange for payment. Therefore, the answer to the question depends on how the applicant writes up their proposal. Note that the Council cannot give advice to an applicant on how to draft its proposal.

5. Can the grant be focused exclusively on children or does it have to be for all ages?

All grant proposals are required to address one or more of the goals and/or objectives in the SCDD State Plan. Unless it is relevant to a particular goal or objective, there is no specific requirement regarding ages of individuals to be served by a project proposal.

6. Does the entity who applies for the Grant have to be a non-profit or can it be an individual?

To be eligible, an applicant must be identified that has a tax payer ID, can provide the required fiscal assurances, and meet all other requirements of the RFP.

7. How detailed does the organizational chart need to be?

Outside of what is written in the RFP, there are no specific rules regarding the level of detail of the organizational chart. Generally, an organizational chart should depict the structure of the organization and relationships of its positions.

8. Under the grant instructions page 14 of 18 " Patents and Copyrights", we want to know if this would apply if we are requesting funding to increase the number of students who can participate in producing this product line. Currently, a classroom of 14 students makes soap and greeting cards for sale at our school. Our RFP request is to allow the program to expand the number of students (up to 24 plus students) who can participate in this activity by purchasing additional products and supplies. Our plan would be to expand our product to sell outside of the school. Since the funding would not develop the product but just expand the number of students who can participate in the work training activity, would be need to stamp on the back of the cards and somewhere on the soap for the year that the product was funded "This product....."? Once the funding was expended, could we discontinue using the SCDD reference?

Please see answer to Question 4.

9. We are applying in the Silicon Valley/Monterey Bay Region for "Goal #2 – Employment."… does meeting the new State CIE mandate constitute sufficient creativity and innovation to make for a competitive application?

   Grants awarded through this RFP will be administered through the Council's local regional offices. During the selection process, each regional office will ensure that each proposal is fairly and consistently reviewed and evaluated according to the procedures outlined in the RFP. Therefore, we are unable to provide proposal review or evaluation during this Question and Answer Period.

10. In regard to using the correct terms, should we refer to the various areas that we are applying to as "Area Boards" or "Regional Offices?"

    As of January 2015, Area Boards were retired and SCDD Regional Offices were established by statute. You should use the term "Regional Office."

11. In regard to the narrative section of the grant, is there a form providing a format for us to use?

    No. An applicant may choose the format for providing narrative information required by the Project Outline.

12. If I sent this proposal, would it be considered?

    Please see answer to Question 9.

13. Do you need to have the original or "wet" signatures?

    Yes. Proposals must be submitted with the original signature(s).

14. Are the letters of support included in the maximum 8 page limit mentioned for the narrative?

    No. Do not count letters of support toward the 8 page limit.

15. Are the CV/ Resumes included in the 8 page limit?

No. Do not count CV/Resumes toward the 8 page limit.

16. Does the Addendum refer to the Question and Answer Period mentioned or is there an addendum packet required to accompany the proposal? If there is an addendum packet required, what are the elements the must be included in that packet?

    The Addendum refers to the Question and Answer Period.

17. Since there is no specific form for the narrative, are there any formatting requirements regarding font, font size, titles and subtitles, etc.?

    The RFP does not have formatting requirements. An applicant may choose the format for providing narrative information.

18. I noticed that there's form called "DD Council Draft Performance Measures."
    What specifically should we use this form for?

    The DD Council Draft Performance Measures document provides specific ways ("measures") an applicant would use to identify the expected outcomes of its project.

19. We went to the US Census website that was recommended to identify if our program is in an area with a high percentage of poverty.   We noted that the individual counties that we service are in not identified in this report as being in poverty areas however 90% of the students in our program are in the low income categories.
    Should we be going to another website to get more detail or are there other places we should be reviewing?

    Identification of Poverty Areas and Non-Poverty Areas may only be based on the U.S. Census Bureau information as described in the RFP.

20. If we have a request that impacts two regions how should we spell that out of our grant documents?

An applicant must submit a separate proposal for each Regional Office catchment area in which services will be provided. For example, if an applicant wishes to receive a funding to provide services in two counties located in two Regional Office catchment areas, the applicant must submit a separate proposal to each of the two Regional Offices. On the other hand, if the two counties are both located within one Regional Office catchment area, the applicant need only file one proposal with that Regional Office.

21. Please clarify: Does the LA Office only have 1 grant allocated to its region, despite having 1/3 of the population in the state? If so, will this be changed in this grant cycle or future grant cycles to reflect the geographic representation?

SCDD has allocated a maximum of $20,000 per Regional Office catchment area for projects serving that region. The Regional Office has discretion regarding the number of grants awarded in its region. We are unable to address future grant cycles at this time since any information provided would be speculative and subject to Council approval.